



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 12.13

Subject: Reclassification

Supersedes: DCS 12.13, 11/01/02

Local Policy: No

Local Procedures: No

Training Required: No

Applicable Practice Model Standard(s): Yes

Approved by:

Effective date: 11/01/98

Revision date: 04/01/05

Application

To All Department of Children's Services Youth Development Center and Group Home Employees and Case Management Staff with Juvenile Justice Responsibilities

Authority: TCA 37-5-106

Policy

A youth may be reclassified as appropriate for treatment and/or environmental needs.

Procedures

**A. Reasons for
reclassification**

A youth may be reclassified:

1. If there are significant behavioral changes noted by employees;
2. When new information about a youth has been received;
3. If the youth is not adequately progressing in the program, or;
4. If the youth needs a less or more restrictive placement.

**B. Usual
reclassifications**

1. Reclassification may occur at a quarterly staffing; or a team member may request a special staffing, or the youth may request a reclassification staffing.

2. Reclassifications shall occur within the context of a child and family team meeting.

C. Referral for youth development center placement

When a youth is being considered for placement in a youth center, the team leader or designee will send a referral packet to the youth development center for review. If approved, the name will be entered on the waiting list.

D. Youth's rights

The youth must be afforded Due Process when reclassification involves a change in the level of security, transfer to another placement, or program changes that would affect the youth's access to services.

1. The team leader must schedule the staffing and must inform the necessary parties of the time and place of the staffing in accordance with the *Individual Program Plan Manual (IPP)*.
2. The youth must be present at the staffing and must be given the opportunity to provide input.
3. The youth may be excluded from portions of the staffing while sensitive matters are discussed, if it is determined by the staffing team to be in the youth's best interest
4. The youth must be informed of appeal rights at the staffing.

E. Documentation

1. Staffing summary

- a) The team leader must prepare a staffing summary on form *CS-0230, Staffing Summary*, which documents the reason(s) for reclassification rationale for changes and recommendations for treatment based on current needs.
- b) The staffing summary should accompany the youth as specified in the IPP.

2. Notification

When reclassification results in a youth's program transfer, the staffing team leader must notify the home county case manager and document the transfer in TN Kids.

Forms

CS-0230 Staffing Summary

Collateral Documents

Individual Program Plan Manual

Standards

ACA 3-JTS-5B-03

DCS Practice Model Standard - 11-310B